

EDITED KSA LISTING

CLASS: HEALTH PLANNING SPECIALIST II

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of health care programs (public health, mental health, dental, etc.), administration and trends in order to develop and implement policies and procedures; ensure inmate (patient) access to care, quality of care, and continuity of care; monitor and evaluate programs; and effectively lead special projects.
K2.	Extensive knowledge of the legislative process and various regulations relating to health care programs to support the development and implementation of policies and procedures; ensure inmate (patient) access to care, quality and continuity of care; monitor and evaluate health care programs, and effectively lead special projects.
K3.	Extensive knowledge of the principals and methods of the State administration processes (i.e., Budget Change Proposals), strategic planning and program development to develop and implement critical health care programs.
K4.	Extensive knowledge in preparing a variety of complex and sensitive reports to disseminate information to staff, management, and other interested parties.
K5.	Extensive knowledge of research and survey methods in order to complete complex and critical studies on health care delivery and financing.
K6.	Extensive knowledge and methods and principles of the California Department of Corrections and Health Care Services Division's (HCSD) goals, strategic objectives, programs, policies and procedures in order to provide comprehensive and accurate information on broad topics of concern to HCSD.
K7.	Extensive knowledge of the principals and methods of health care administration (i.e., Managed Care) and program development to analyze and recommend solutions to complex health care issues and concerns and to lead the development and implementation of critical and complex health care programs.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Skill to gather data to develop, implement, monitor and evaluate health care programs, policies and procedures, and special projects, in order to provide information and recommendations on policies, programs and strategic goals.
S2.	Skill to organize data to develop, implement, monitor and evaluate health care programs, policies and procedures, and special projects, in order to provide information and recommendations on policies, programs strategic goals.
S3.	Skill to analyze data, administration problems, issues, etc., to develop, implement, monitor and evaluate health care programs, policies and procedures, and special projects; and provide effective recommendations in order for management to review and take action (i.e., legislation, regulations, project activities, staffing and budgetary processes, etc.)
S4.	Skill to work independently without detailed instructions in order to complete critical and sensitive projects with limited time constraints.
S5.	Skill to function as a project manager for large, complex and difficult projects that have broad and critical impact on HCSD, in order ensure timely and accurate completion and implementation of projects.
S6.	Skill to facilitate meetings, task force, and committees with on-going coordinating responsibility over other project team members for sensitive program policy and coordination assignments.
S7.	Skill to act a program liaison with staff and management in other programs at the federal, state and local levels to provide information and clarification of health care programs and policies.

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#	Knowledge, Skill, Ability
S8.	Skill to represent the California Department of Corrections (CDC) on a variety of committees chartered to identify, recommend and/or implement complex programmatic changes necessary to implement required changes to the health care delivery and financing system.
S9.	Skill to communicate effectively, verbally and in writing, with all levels of staff within the CDC on a variety of topics, including high level executive briefings on highly sensitive issues, in order to provide information in a manner that will allow management to effectively make decision.
S10.	Skill to identify health care trends and issues in order to advise executive staff on the potential need for legislation, programs, and policies and procedures.
S11.	Skill to develop cooperative working relationships with various levels of staff and other agencies (private and public) in order to gather data, resolve problems, and disseminate information, etc.